



<u>Table of Contents</u>	<u>Page</u>
About Edizen.....	1
Our Approach.....	2
GSA Approved Services.....	3
Training Programs.....	5
Labor Categories.....	6
Pricing.....	8
Locations.....	10

GSA Contract Number GS-10F-0441N

Edizen is GSA approved on the MANAGEMENT, ORGANIZATION, AND BUSINESS IMPROVEMENT SERVICES (MOBIS) schedule to provide professional, administrative and management support services for contracts valued up to \$1,000,000. In addition, Edizen is certified as a Small Woman-owned Business through the State of Massachusetts (**SOMWBA**), and is a certified Women Owned Business Enterprise (**WBE**).

Edizen partners with government agencies to improve performance through:

- **Executive Coaching**
- **Leadership Development**
- **Team Effectiveness**
- **Training and Facilitation**

About Edizen

Edizen is a Certified Small, Woman Owned Business with offices in Washington, DC, Atlanta, GA and Springfield, MA. Edizen brings more than 25 years' experience working with government agencies to

improve organizational and individual performance through Executive Coaching, Leadership Development, Team Effectiveness, Training and Facilitation.

Edizen has experience with large organizational roll outs of development programs and realizes the importance of communication and alignment of messages throughout organization. The Edizen consulting style is collaborative, supportive and outcome-based to deliver measurable results. Our team members each bring between 15 and 30 years of experience in working with large organizations in both the public and private sectors. We have a proven track record of...

- Helping organizations develop leaders
- Empowering better decision-making
- Motivating and engaging employees
- Opening lines of communication
- Implementing change
- Clarifying roles

Partial Client List

- Overseas Private Investment Corporation (OPIC)
- Department of Education (ED)
- Department of Homeland Security (DHS) - Customs and Border Protection
- DHS Office of the Attorney General
- Housing and Urban Development (HUD)
- Office of Inspector General
- National Institutes of Health (NIH) Transition Center (OSMP/TC)
- Department of Labor (DOL)
- National Nuclear Security Agency (NNSA)
- US Department of Agriculture (USDA) -Animal and Plant Health Inspection Service
- Pretrial Services Agency (PSA)
- Environmental Protection Agency (EPA)
- Department of Transportation (DOT) - Federal Transit Authority(FTA)
- (DOT) Volpe Center
- Federal Emergency Management Agency (FEMA)
- Arlington County Government
- Connecticut Metropolitan District Commission (MDC)
- MassHousing
- Federal Executive Institute (FEI)

Our Approach

Edizen stands prepared to help Federal and State agencies of all sizes improve efficiencies and achieve mission critical goals by developing the performance potential of individuals and teams.

Just as a whole is often more than sum of its parts, the Edizen approach is based on the belief that organizational performance is more than simply the sum of skills and behaviors of its workforce. True performance is a complex equation made up of leadership abilities, team dynamics and individual contributions. By improving the performance potential of individuals, teams and leaders, organizations can become better positioned to achieve and exceed their goals.

Our methodology has been developed and refined after many years of managing large-scale programs. Good program management ensures that the work efforts achieve the strategic goals of the organization. This involves setting and reviewing objectives, coordinating activities among multiple projects and ensuring there is no redundancy of effort. Therefore, Edizen always assigns a Program Manager to oversee the efforts of the entire contract, as well as project managers for specific tasks or functional areas.

GSA Approved Services

Integrated Consultation Services (SIN 874-1)

Edizen provides expert advice, assistance and guidance in support of agencies' management, organizational and business improvement efforts. Scope of work may include studies, analyses and reports documenting any proposed developmental and consultative or implementation efforts.

Examples of consultation include, but are not limited to: strategic, business and action planning, systems alignment, cycle time, process and productivity improvement, organizational assessments, high performance work, leadership systems, performance measures and indicators program audits and evaluations.

Coaching Services

Edizen's professional coaches create a risk-free environment in which individuals can define who they are as leaders, find greater self-awareness and take their careers to the next level. It's a comprehensive process that involves looking at career and personal goals, leadership and management behaviors, personal strengths and areas in need of development.

We work one-on-one with individuals and encourage them to embrace a mindset of continuous learning. With this attitude, they are able to develop and strengthen skills in essential areas which lead to improved job performance and overall goal achievement.

Individuals who work with Edizen coaches can expect to gain new insights on workplace and personal challenges; discover new ways of thinking about decision making, delegating, leading, and other essential management and life skills; enhance their interpersonal skills; and find greater confidence in work and life.

Edizen Coaches are certified in a variety of assessments that have been used in the federal government with excellent results including:

- 360 Degree Assessments (20/20, Benchmarks, Denison, PEI, Assessment Plus, LEI)
- Myers-Briggs Type Indicator (MBTI) and Personal Style Inventory (PSI)
- Thomas-Kilmann Conflict Mode Instrument (TKI)
- DISC
- FIRO-B
- StrengthsFinder 2.0
- Hay Group ESCI (Emotional and Social Competency Inventory)

Facilitation Services

Critical Thinking/Problem Solving:

Our facilitation services help organizations to improve collaboration, innovation, consensus building and ability to deal with change. One of the key methodologies used to achieve these goals is Action Learning. Our Action Learning Coaches are all certified through the World Institute for Action Learning (WIAL) and

facilitate team meetings that solve real and current organizational problems as well as develop the leadership competencies of team members.

Career Path Roadmaps

Career Path Roadmaps help organizations to recruit and retain a highly skilled workforce. Edizen analyzes each job function through focus groups, interviews and a review of written documentation. Career Path Roadmaps are then designed to help employees be more proactive in their career planning.

Recommended training and development opportunities are included. Edizen creates linkages from one job function to another so employees not only see how to progress in their current career, but also how to prepare to transfer to another similar or related career.

Mentoring

Mentoring is low cost leadership development modality that has a very high return on investment. Edizen facilitates meetings with stakeholders to understand the desired outcomes for the program. Our experienced consultants then design the program, match mentors with protégés and facilitate sessions that provide a mentoring framework and guidelines.

Survey Services

Services shall provide expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. Contractors shall assist with, and/or perform all phases of the survey process to include, but not limited to: planning survey design sampling; survey development, pretest/pilot surveying, defining and refining the agenda, survey database administration, assessing reliability and validity of data, determining proper survey data collection methodology, administering surveys using various types of data collection methods and analyses of quantitative and qualitative survey data.

Edizen administers standardized surveys, such as organization culture surveys and 360 degree surveys, as well as customized surveys for specific client needs. Our repertoire includes interactive online survey tools that function much like a focus group and gather extremely rich data.

Training Services (SIN 874-4)

At Edizen, we're about success. We're about purpose. We're about developing leaders who can lead themselves and others to greater achievement. Edizen professional consultants offer customized and off-the-shelf management training as well as customized programs including:

- Leadership Development Workshops
- Workforce Training Programs
- Team Development Workshops

Edizen's work with government clients is supported by our Performance Delivery Model, which provides a framework of proven tools and methodologies that we use in designing customized solutions for each client's unique organizational needs.

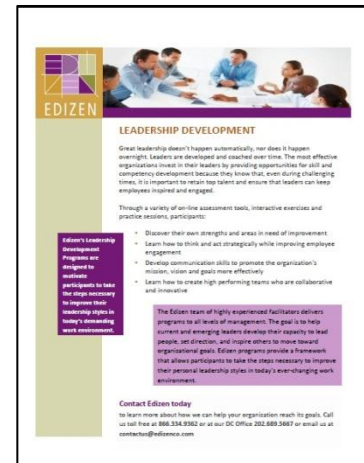
Training Programs

Workshops are offered in two design options:

- Modified "off the shelf" training which takes an established program and tailors content to reflect an organization's unique culture and needs
- Highly customized programs for a specific team, department, division, or organizational change initiative such as changes in processes, technology, organizational structure, service/product lines, mergers, and acquisitions.

Leadership Development Workshop Offerings

- Coaching for Federal Supervisors
- Communicating Persuasively
- Delegating The Skill of Exceptional Managers
- Developing Leadership
- Keeping Top Performers Engaged
- Leading and Managing Change
- Leading People
- Managing Effective Meetings
- Providing Effective Performance Feedback
- Stepping Up To Supervisor Strengths Leadership



Workforce Training Program Offerings

- Change Management
- Conflict Management
- Successful Interviewing
- Time Management
- Balancing Work and Home Obligations
- Improving Communication by Exploring Personal Styles
- Workplace Diversity

Team Development Program Offerings

- Creating High Performance Teams
- Improving Communication: A Team Approach
- Action Learning
- Strengths in Teams
- Team Development for Intact Teams



Please email gfinger@edizenco.com for a price quote on our workshop offerings. Pricing depends on level of customization required and quantity of classes.

Description of Labor Categories

Principal/Consultant: Responsible for leading firm-wide practice teams and ensuring projects are correctly staffed, on track, and that deliverables meet quality standards and provide value to client. **Required:** Master's Degree in Education, or Social Sciences or Ph.D or Ed.D in Psychology or related Social Sciences area. 10+ years working in Human Resource Organizational Development and an in-depth knowledge and experience in the mission of Edizen.

Principal/Coach/Speaker: Acts as Lead Coach on large initiatives. Provides executive coaching to top executives. Speaks at symposiums, forums, and leadership development programs on topics such as executive coaching, organization development, and leadership development. **Required:** Master's Degree in Education, or Social Sciences or Ph.D or Ed.D in Psychology or related Social Sciences area. 10+ years working in Human Resource Organizational Development and an in-depth knowledge and experience in the mission of Edizen.

Subject Matter Expert: Responsible for knowledge contribution in specific area of expertise. Oversees the content effectiveness during the development phase. Must be thought leader in subject matter, affiliated with teaching facilities and recently published in field of expertise. Familiarity with a variety of the field's concepts, practices and procedures. **Required:** Ph.D and 15+ years of demonstrated experience in the specific technical field.

Senior Management Consultant: Responsible for the highest level consulting activities involving the total organization and all client disciplines including strategy, process, systems and organizational issues. Is experienced with evaluating client's business from an internal and external perspective with the ability to help develop strategies. Relies on extensive experience and judgment to plan and accomplish goals. Directs project and/or project management to develop an effective quality assurance process and implement required actions. Works with all levels in the organization. A wide variety of creativity and latitude is used. **Required:** Master's Degree in the Social Sciences or Education and a minimum of 15 years' experience in the Organizational Development field or in a related area.

Senior Management Coach: Responsible for coaching executives and managers. Knowledge of Office of Personnel Management (OPM) Executive Core Competencies (ECQ's). Qualified to provide debriefs on a variety of workplace assessments. Uses International Coach Federation (ICF) Core Competencies. Applies expertise in the coaching field to consult with Program Managers on coaching program best practices. Maintains coaching credentials and continuing education credits. **Required:** Master's Degree and minimum of 15 years of experience.

Project Manager: Develops deliverables, supervises project activities including meeting logistics and communications. Insures that proper resource levels are applies to projects. Directs analysis by staff. Provides feedback and training to insure that staff members are fully trained and understand the client's needs and required tasks. The project manager has a minimum 10 years relevant experience leading

project teams on large scale engagements. **Required:** B.A. or B.S. and advanced technical course work in project management, business or relevant skills.

Training Specialist: Trains teams and/or works directly with targeted population. Brings hands-on experience working with adult learners. Has experience with working in the development and training of adult learners in large organizations. **Required:** Bachelor's Degree and 10 years' experience in the training field or in a related area.

Graphic Artist: Works closely with team to develop core messaging for curriculum development. Must be able to interpret skills concepts for the purpose of design to support the visuals for learning. Responsible for the layout and design clarity for the ease of the learner. **Required:** B.A. or B.S. with a specialized concentration in the visual arts and media design and more than 10 years' relevant experience.

Technical Writer: Works with team to identify core messaging for curriculum development. Writes a variety of technical articles, reports and programs for a wide variety of uses. Has capability to quickly identify audience needs and strategic messaging. Familiarity with a variety of the field's concepts, practices and procedures. **Required:** Bachelor's Degree and 15 years' experience in the technical writing field or in a related area.

Administrative/Clerical: Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Able to navigate complex tasks independently. Provides basic administrative activities in support of program, project and other activities as directed by the consulting resources. Provides a variety of administrative functions. Generates reports, handles multiple projects. **Required:** Bachelor's Degree plus two years of related job experience.

Labor Category Pricing

847-1, 874-4

Labor Category	Option Period 2				
	06/9/2013 to 6/8/2014	06/9/2014 to 6/8/2015	06/9/2015 to 6/8/2016	06/9/2016 to 6/8/2017	06/9/2017 to 6/8/2018
Principal/Consultant	\$428.58	\$437.15	\$445.89	\$454.81	\$463.91
Principal/Coaching/Speaking	\$381.34	\$388.96	\$396.74	\$404.68	\$412.77
Subject Matter Expert	\$527.48	\$538.03	\$548.79	\$559.77	\$570.96
Senior Management Consultant	\$369.90	\$377.30	\$384.85	\$392.54	\$400.39
Senior Management Coach	\$346.67	\$353.60	\$360.67	\$367.89	\$375.24
Project Manager	\$168.14	\$171.50	\$174.93	\$178.43	\$182.00
Training Specialist	\$161.42	\$164.64	\$167.94	\$171.29	\$174.72
Graphic Artist	\$114.33	\$116.62	\$118.95	\$121.33	\$123.76
Technical Writer	\$198.55	\$202.52	\$206.57	\$210.70	\$214.92
Administrative/Clerical	\$87.42	\$89.17	\$90.96	\$92.78	\$94.63

Labor Category	Option Period 3				
	06/9/2018 to 6/8/2019	06/9/2019 to 6/8/2020	06/9/2020 to 6/8/2021	06/9/2021 to 6/8/2022	06/9/2022 to 6/8/2023
Principal/Consultant	\$473.19	\$482.65	\$492.30	\$502.15	\$512.19
Principal/Coaching/Speaking	\$421.03	\$429.45	\$438.04	\$446.80	\$455.73
Subject Matter Expert	\$582.38	\$594.03	\$605.91	\$618.03	\$630.39
Senior Management Consultant	\$408.40	\$416.57	\$424.90	\$433.40	\$442.07
Senior Management Coach	\$382.75	\$390.40	\$398.21	\$406.18	\$414.30
Project Manager	\$185.64	\$189.35	\$193.14	\$197.00	\$200.94
Training Specialist	\$178.22	\$181.78	\$185.42	\$189.12	\$192.91
Graphic Artist	\$126.23	\$128.76	\$131.33	\$133.96	\$136.64
Technical Writer	\$219.22	\$223.60	\$228.07	\$232.63	\$237.29
Administrative/Clerical	\$96.52	\$98.45	\$100.42	\$102.43	\$104.48

Contract Period: 6-9-20013 through 6-8-2023

Pricelist: 6-9-20013 through 6-8-2023

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative/Clerical	01113 – General Clerk III	05-2059
Graphic Artist	15080- Graphic Artist	05-2059
Technical Writer	30463 – Technical Writer III	05-2059

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."

Edizen Corporation Executive Offices

Washington D.C.

1025 Connecticut Avenue N.W.
Suite 1000, Washington, DC 20036

Email: gfinger@edizenco.com

202-689-5667

Website: www.edizenco.com

Springfield, MA

1391 Main Street
Suite 1006, Springfield, MA 01103

Email: sgazda@edizenco.com

Toll Free: 866-334-9362(6) / 866-EDIZENCO

Website: www.edizenco.com

Atlanta, GA

4846 Twin Lakes Trail
Atlanta, GA 30360

Email: mgilchrist@edizenco.com

Toll Free: 866-334-9362(6) / 866-EDIZENCO

Website: www.edizenco.com

Edizen Contract Information

Schedule for Management, Organizational and Business Improvement Services (MOBIS)

Federal Supply Group: 87 Class: 874

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>

Business Size: Small, Woman Owned Business

DUNS Number: 026095914

GSA Contract Number: GS-10F-0441N

Contract Administration: Christine Schrager

E-mail: cschrager@edizenco.com



CUSTOMER INFORMATION:

- 1a.** Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: **874-1, and 874-4**
- 1b.** Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
- 1c.** If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum Order	\$1,000,000
3. Minimum Order	\$100
4. Geographic Coverage	FOB Domestic and Overseas
5. Point(s) of Production	Same as company address
6. Discount	Government Net Prices (discounts already deducted). See prices attached
7. Quantity discounts	None Offered
8. Prompt payment terms	Net 30 days
9a. Government Credit Cards	Accepted
9b. Discount for Payment by Credit Card	Contact Contractor
10. Foreign items	None
11a. Time of Delivery	Specified on the Task Order
11b. Expedited Delivery	Contact Contractor
11c. Overnight and 2-day delivery	Contact Contractor
11d. Urgent Requirements	Contact Contractor
12. F.O.B Points(s)	Destination
13. Ordering Address(es)	Same as contractor
13b. Ordering procedures	see GSA/FSS Schedule
14. Payment address(es)	Same as company address
15. Warranty provision	Contractor's Standard Commercial Warranty
16. Export Packing Charge	N/A
17. Terms/conditions of Gov't purchase card acceptance	Contact Contractor
18. Terms/conditions of rental, maintenance, repair	N/A
19. Terms/conditions of installation	N/A
20. Terms/conditions Repairs	N/A
20a. Terms/conditions other services	N/A
21. List of service and distribution points	N/A
22. List of participating dealers	N/A
23. Preventive maintenance	N/A
24a. Special attributes	N/A
24b. Section 508 compliance	N/A
25. DUNS Number	02-6095914
26. Registration in CCR database	Registered

Edizen Pricelist Schedule

Contract Number: GS-10F-0441N

Contact: sgazda@edizenco.com | Please visit us at www.edizenco.com